



JOB DESCRIPTION

TITLE: Education Program Specialist and Certification Officer

DEPT: College of Education

REPORTS TO: Chair, Teacher Preparation Program and Chair, Educational Administration

FLSA: Non-Exempt

SALARY: \$48,700 - \$54,500

Position Summary:

The Certification Officer is responsible for staying with Washington State regulations for all certification programs offered at the College of Education. Currently, the College is authorized to issue certificates for teachers and school administrators. The Certification Officer acquires relevant documentation and maintains accurate recordkeeping to verify compliance with state regulations. The Certification Officer is responsible for the organization, coordination, and tracking of student data as it relates to the certification of teachers and school administrators. This is an in-person position located on the main campus in Toppenish, WA.

Duties and Responsibilities:

1. Represent Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students and other stakeholders; learn and use operating practices of the Administrator and Teacher Preparation Program and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Handle confidential information with tact, discretion, and in compliance with FERPA regulations.
4. Communicate effectively with admissions, registrar, and advising center personnel to ensure successful transition of new students to programs, and work with program Chairs to assign faculty advisors.
5. Serve as a liaison with program specialists on the Professional Educator Standards Board (PESB) and work with advisors, department chairs and offices on campus regarding PESB certification policies and procedures. Report on all changes of State WAC's and RCW's to the appropriate chair.
6. Coordinate certification activities for all sites and prepare recommendations to the appropriate chair and Office of Superintendent of Public Instruction (OSPI) for undergraduate and graduate certification programs.
7. Enter Administrator Certification, Teacher Certification and endorsements earned in J1, verify degree conferral date and program completion date, and ensure correct program and advisor are listed. Update certification entries when program is complete.
8. Maintain all files relative to the credentialing of teacher candidates pursuant to the criteria established by the College and the Professional Educator Standards Board. This includes the verification of appropriate degree and course of study leading to the issuance of certification.
9. Participate in candidates' application process for admission to the Teacher Preparation Program. Attend and present information to all candidates regarding entrance to program requirements, endorsement opportunities, state certification requirements, WEST-B, WEST-E requirements, and NES as well as the case-by-case exception process. Direct students to create an account with OSPI/EDS.

10. Generate applicable background check reports along with Character and Fitness disclosures through the *WATCH protocol* established at the College for all students registering to enter educational programs leading to certification and/or field experiences. This includes the informed consent forms, declarations, and release for practicum and field experiences.
11. Verify that candidate fingerprint results are posted and have an expiration date within two years or less. Verify submission of Pre-Residency Clearance application and match fingerprint results with Pre-Residency Clearance.
12. Manage and process confidential paperwork for the Office of Professional Practices (OPP) for background clearance when required.
13. Provide current information to interested parties regarding programs and policies of the College of Education. Assist in clarification regarding state certification requirements for interested candidates and/or stakeholders.
14. Process and enter data related to candidate admission status and completion of testing requirements. Update the University Student Information System regularly to track student progress through the program.
15. Compile and report mandatory Title II and Memorandum of Understanding data in coordination with the Field Placement Director.
16. Serve as lead and support for staff; assist with staff training; provide feedback on staff evaluations; coach and direct staff activities.
17. Support the scheduling and attendance of Professional Educational Advisory Board (PEAB) meetings for COE programs. Support in inviting PEAB members, arranging location, and ordering necessary supplies.
18. Serve as a supportive budget Coordinator for all Heritage University's PEABs.
19. Assist PEAB administrators with completing the annual report for PESB and provide budget information as necessary.
20. Serve as a primary contact for prospective teacher candidates desiring endorsement information and/or transcript reviews to add an additional endorsement.
21. Support in updating advising guides to meet endorsement competencies and current catalog requirements.
22. Maintain WEST-B, WEST-E, NES, SAT and ACT test scores and upload all test result files into the Student Information System. Process and manage case-by-case exception submissions, work with case-by-case review committee to organize reviews and notify candidates of committee's decisions.
23. Provide current information to applicable chairs, advisors, and Field Placement Coordinator regarding candidate's clearance for co-teaching status. Verify all candidates are meeting requirements to remain in the teacher preparation program (i.e. GPA, WEST-B, etc.).
24. Represent Heritage University at professional meetings and conferences to include WACTE Certification, Data, and Field Director meetings.
25. Performs other functions as necessary or as assigned.

Knowledge, Skills, and Experience:

- Bachelor's degree or equivalent school/higher education leadership and/or office administrative experience.
- Technical and accounting skills with PC compatible computer and Microsoft Office Suite. Intermediate knowledge of technical report writing software.
- Excellent interpersonal and written communication skills; strong customer service orientation.
- Strong organizational skills with the ability to prioritize and meet deadlines.
- Self-starter, ability to work independently with minimum direction.
- Sensitivity to the needs of all students and the ability to work as a team member.
- Anticipate and facilitate appropriate and timely solutions to problems.
- This position requires professionalism and confidentiality at the highest level.
- Requires the ability to travel to regional sites, attend meetings across campus and at other regional locations as needed.

APPLICATION INFORMATION AND DEADLINE: Applications should include the following:

- Cover Letter
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK: [HU Application](#)

Review of complete applications with the listed above, will begin after the *winter break (December 22, 2025-January 5, 2026)* and will continue until the position is filled. To apply, please email application materials to: Humanresources@heritage.edu OR Heritage University. Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action